

31 March 1982

Classification Review Procedure

CRP 82-3

Reference:

1. PSB Film: H6538 (Motion Picture Film in Intelligence)
2. CRD File (Guidelines-Review of Non-Hard Copy Materials)

Review of Motion Picture Film

I Background

1. The Pictorial Services Branch (PSB) of OCR is the custodian of most of the Agency's motion picture film holdings and has catalogued the film in an automated data base called Motion Picture Index and Retrieval (MOPIRE). In addition to the MOPIRE data base, OCR/PSB maintains three manual files, all of which are filed in film-number order:

a. Card file (3X5) giving a synopsis of each film's contents, date of creation, viewing time, footage, classification, and sometimes, method of acquisition;

b. Card file (5X8) containing details about the film acquisition, restrictions governing use, and the component that requisitioned or originated the film;

c. Paper file called "Film Records" containing correspondence on certain films.

2. OCR's permanent holdings (about [] titles, at this time) fall 25X1
generally into three categories:

a. Foreign motion picture films [] 25X1
[] 25X1

b. Motion picture films produced by or at the behest of the Agency; and

c. Commercially-produced motion picture films acquired by the Agency.

3. Additional background information concerning the film holdings in PSB can be obtained by a review of above-listed references.

25X1

II Guidelines

4. Experience thus far indicates that, in many cases, a review of the film records (i.e. the card files and correspondence file in PSB) is sufficient for a classification determination. For instance:

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e. Film acquired commercially, such as news reels, may be declassified, but copyright restrictions will apply here as well.

f. Types of film that will have to be viewed individually and judged on content are those showing tests conducted by the predecessor organizations of the Office of Technical Services and the Special Operations Group, as well as film received as attachments to CS reports.

III Procedure

5. Permanent holdings often include two or more copies of a given film under more than one job number. However, all copies of a film are identified by

the same number. Therefore, the DARE system should be checked prior to review to determine if the film under consideration was previously reviewed. If so, the review decision and number of the original reviewer should be used.

6. To record the review action on Form 4023A, use Job, Box, Folder designations from the shelf list; and "001" for Document Number. The shelf list will also provide Creation Date and the film number which will be used as the Document Identification Number. (NOTE: Check number on each film to insure that it agrees with the number on the container and the listing.) OPI will be "12" and Type of Document will be "14." The number of reels will be used in No. Pages field, with the film footage, obtained from card (3X5) file, added in the Review Coordination field. Document Title should coincide with that used in MOPIRE.

7. To mark the film the following steps apply:

- a. Complete copy of attached Form, Part I, to record review action, and Part II to show copyright restrictions, if any.
- b. Send completed Form to PSB.

Arrangements have been made with P&PD to produce film leaders and stickers which PSB will splice to the film and attach to the canisters.



Chief, Classification Review Division

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Attachment:
Film Leader Form

CONFIDENTIAL

PART I

THIS FILM HAS BEEN REVIEWED IN ACCORDANCE WITH THE SYSTEMATIC CLASSIFICATION REVIEW PROVISIONS OF EXECUTIVE ORDER 12065. THE REVIEW DECISION NOTED BELOW APPLIES TO THE ENTIRE FILM. SHOULD ANY PORTION OF THIS FILM BE CONVERTED TO ANOTHER MEDIUM, THAT PORTION MUST BE REVIEWED FOR CLASSIFICATION AND CLEARLY MARKED.

☐

NO CHANGE IN CLASSIFICATION

☐

DECLASSIFIED

CLASSIFICATION CHANGED TO: TS S C

NEXT REVIEW DATE: _____ AUTH.

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DATE OF REVIEW: _____ REVIEWER: _____

THIS FILM HAS BEEN ENTERED INTO THE DARE SYSTEM UNDER THE FOLLOWING TITLE:

PART II

THE FOLLOWING ☐ DOES ☐ DOES NOT APPLY TO THIS FILM

THIS FILM MAY BE PROTECTED BY COPYRIGHT AND RELATED LAWS. ITS USE OR REPRODUCTION MAY REQUIRE A RELEASE WHICH CAN BE GRANTED ONLY BY THE COPYRIGHT OWNER. USERS ARE WARNED THAT UNAUTHORIZED USE OF THIS FILM CAN SUBJECT THE USER TO PERSONAL LIABILITY.